

City of Seattle
Department of Parks and Recreation
Application for Use Permit

Official Name of Event: _____

Name of the event last year: _____

Purpose/Description of event: _____

Park(s)/Facility (be specific): _____

Days/Date(s): _____

Set-up time: Start: _____ Clean-up time: End: _____

Event Hours: From: _____ To: _____

Anticipated Attendance: Participants _____ Spectators _____

Organization's Name: _____

Representative's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Pager/Cellular Phone: _____ Fax

Number: _____ E-mail Address: _____

REQUIREMENTS

USE PERMIT APPLICATION

CIRCLE APPROPRIATE AREAS AND FILL IN DETAILS

Food or Beverages yes no	Sales: Amount:	Promotional giveaway	Catered Alcohol
Vehicle(s) yes no	Type: Motorized:	Number:	Purpose:
Fire yes no	Propane:	Charcoal:	Wood:
Commercial Signs/Banners yes no	Type:	Where:	Size
Athletic events yes no	Type:	Where:	
Amplified Sound or Non-Amplified Sound	Music: voice:	Style:	Where:
Electricity yes no	Where:	Generator yes no:	Public address: yes no
Theatrical Event yes no	Where:	Genre:	
Admission Charges yes no	Amount:	Explain:	Public Event Private Event
Entry Fee/Charges yes no	Amount:	Participants	Spectators
Water yes no	Where:	Drinking:	Other
Booths yes no	Where:	Number:	Size
Canopy/tents yes no	Where:	Number:	Size:
Tables/chairs yes no	Where	Number	Size
Street Use: yes no	Where:	Walk	Run
Inflatable yes no	Kids	Promotional	Other
Scaffolding/Fencing/Stage yes no	Where:	Size:	Height:
Animals yes no	Kind	Caged	On Leash

PLEASE ATTACH SEPARATE SHEET WITH ADDITIONAL DETAILS IF NEEDED

YOU SHOULD INCLUDE A LEGIBLE MAP OR DRAWING OF THE EVENT SITE

USE PERMIT APPLICATION

Name of Insurance Company: _____ Phone #: _____ Contact _____

Person: _____ Policy #: _____

Evidence of insurance must be provided no less than 15 days prior to the event. City of Seattle at 860 Terry Ave.N, Seattle, WA 98109 must be named "additional insured" to all coverage on form CG2026 or its equivalent: Notation on certificate will not be accepted. Surplus line policies must be issued and stamped in the State of Washington. **Minimum limits as applicable:** \$1,000,000 Commercial General Liability, \$2,000,000 Liquor Liability, \$500,000 Auto Liability. All limits and coverage may be adjusted to meet exposure as determined by City Risk Manager. Use Permit will not be issued until insurance has been approved.

Any property damage which occurs as a result of user activities is the responsibility of the user. Damages will be assessed by the Department and repair costs will be billed to the user.

By ordinance a "City of Seattle Special Event" permit may be required if it entails support from other City Departments such as Police, Fire, Seatran, etc. User must contact the Chair of the Special Events Committee at 684-8017 for application information. Permits from other City, State or County agencies may be required. You will be informed of this upon completion of the application.

As determined by the Department based on the information supplied by the user, your activity may require staff services. User will be required to reimburse the Department for any necessary staff services.

The information supplied in this application is true and accurate to the best of my knowledge

I have read the booklet "How To Get A Use Permit", and I am familiar with its explanation of the requirements of the Department of Parks and Recreation.

DATE: _____

SIGNATURE: _____

PRINT: _____

Print & Sign Name